

First Nations Project Officer

Reports to	Coordinator Social Planning and Community Strengthening	Key Relationships	Reconciliation Action Plan Working Group, Wurundjeri Woi-wurrung Cultural Consultations, Reconciliation Australia
Classification	Band 6		
Position number	222518		

What will you do?

Service Delivery

- Develop and oversee the Council's Reconciliation Action Plan (RAP), ensuring an integrated whole of Council and community approach to reconciliation within Manningham that links with state and federal objectives.
- Contribute to the implementation of the RAP across Council. Support work teams to realise opportunities and navigate challenges regarding the implementation of actions within the RAP.
- Monitor and report on outcomes in accordance with Council and Reconciliation Australia requirements.

Systems and processes

- Develop and implement work systems, practices and processes that enable responsive and flexible customer service.
- Utilise project management skills to ensure consistent, high-quality delivery in accordance with Service Unit Plan requirements.
- Conduct research and analysis of information to inform program development, policy and practice as it relates to First Nations people.

People

- Share knowledge and understanding of First Nations communities and diverse cultures with others.
- Participate in activities that develop yourself and your team.
- Build, maintain and support internal and external relationships, partnerships and networks.
- Build organisational capability to foster a supportive and culturally inclusive environment to enhance First Nations outcomes.

Who are you?

- This is a special measures role and only First Nations peoples are eligible to apply, as per the Equal Opportunity Act 2010.
- Qualifications in Aboriginal Studies, Community Development or Social Science or with substantial experience in a similar role.
- Proven skills and knowledge in community development and/or health promotion practice or social planning and research in local government and or First Nations people.
- Proven ability to build relationships, foster partnerships and encourage collaborative working arrangements with internal and external stakeholders.
- Understand the challenges and strengths that exist within the local First Nations communities.
- Able to communicate effectively (oral and written) with Councillors, executives, managers, Council officers and community representatives.
- Understanding of local government and relevant government policy directions and legislation as it relates to First Nations people.

What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

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What are the Key Responsibilities?

Service delivery	<ul style="list-style-type: none"> • Apply community development principles to strengthen Council's and the community's capacity to understand and respond to items of importance to local First Nations community and provide appropriate supports, including specialist advice and guidance, collaborative planning, networking, community education and advocacy. • Contribute to the development and monitoring of the RAP, reporting in accordance with Council and Reconciliation Australia requirements. • Deliver key actions contained within the Council Plan and RAP within an established budget and timeframe. • Conduct research and analysis to inform Manningham Council's reconciliation practices. This will include undertaking consultation and community engagement activities and reporting on research and engagement outcomes. • Assist with the provision of training and support to staff to build organisational capacity for evidence-based planning and decision making. • Build relationships with a range of internal and external stakeholders to improve understanding of First Nations cultural heritage, health and wellbeing including cultural health, respect and recognition. • Convene or represent Manningham Council on relevant networks and committees.
Systems and process	<ul style="list-style-type: none"> • Deliver outputs and outcomes using Council's existing applications, systems and process. • Develop and implement work systems, practices and processes that support responsive and flexible customer service and are financially responsible. • Implement robust and accountable information management practices. • Maintain records in an organised, accurate and timely manner. • Contribute to cultural strengthening across the organisation and community to develop sustainable approaches of building organisational and individual cultural capacity on First Nations cultural heritage, health and wellbeing including cultural health, respect and recognition. • Provide strategic advice and direction to Council Officers, Management, Council and community regarding Council's RAP and reconciliation opportunities and challenges more broadly.
People	<ul style="list-style-type: none"> • Contribute and be an active member of a high performing team. • Engage with a broad range of internal and external stakeholders. At times, this may require attendance at offsite meetings and events outside normal working hours. • Be responsible for your own professional development through Council's professional development program. • Share experience and technical knowledge and information with others.

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- Complete other duties as necessary within the scope of employee's skills, competence and training.
- Identify and seek funding for relevant projects including preparing grant submissions.

What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Responsible for the implementation of nominated actions set out in the Council Plan, RAP and other strategic plans with the direction of the Coordinator Social Planning and Community Strengthening. • Responsible for the reporting of accurate and timely information relating to the needs of the local First Nations community. • Responsible for consulting with internal and external stakeholders and community members to provide advice on First Nations issues within the scope of Council's role. • Support building of organisational capability to foster a supportive and culturally inclusive environment to improve understanding of First Nations cultural heritage, health and wellbeing including cultural health, respect and recognition. • Supporting relevant Council committees, such as the Reconciliation Action Plan Working Group and Wurundjeri Woi-wurrung Cultural Consultations.
Judgement and decision making	<ul style="list-style-type: none"> • Ability to solve problems by using methods and procedures developed from Social Planning/ Community development theory. • Under direction of the Coordinator Social Planning and Community Strengthening, assist with the review and input into development of policies, procedures and strategies, and to make recommendations on future directions of service delivery and policy changes. • Ability to make judgments and determine issues relating to areas of responsibility of the position. • Implement projects in an integrated manner within existing best work practices/procedures. • Ensure that sound and timely advice is provided to the Coordinator Social Planning and Community Strengthening and other stakeholders. • Ability to make effective decisions within the boundaries of defined role. • Ability to offer guidance and advice where possible.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Understanding of policies, good practice and issues relating to First Nations communities. • Well-developed relationships with Victorian First Nations communities, including Traditional Owner groups, First Nations business sector and First Nations government and non-government services.

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	<ul style="list-style-type: none"> • Understanding of First Nations community engagement protocols and cultural protocols associated with developing and managing First Nations community partnerships and projects. • Knowledge and experience in consultation and facilitation processes, community development and advocacy. • Ability to research and analyse relevant data.
Management skills	<ul style="list-style-type: none"> • Ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities. • Demonstrated experience in planning and managing projects and resources. • Ability to organise community meetings and facilitate meetings between First Nations and Non-First Nations stakeholders. • Ability to set priorities, plan and organise work to achieved performance objectives within the required timeframe and budget. • Well-developed liaison skills and the ability to influence outcomes to achieve organisational objectives.
Interpersonal skills	<ul style="list-style-type: none"> • Ability to work effectively as a member of a diverse and dynamic team and contribute to an innovative and positive working environment. • Ability to build relationships, foster partnerships and collaborative working arrangements with internal and external stakeholders. • Understand and work effectively with diverse communities, including people of different abilities, cultures and socio-economic circumstances; and have respect for differences in cultural backgrounds and value systems. • Able to liaise with others in our organisation to resolve issues of concern and achieve positive outcomes. • Well-developed written and oral communication skills including the ability to prepare reports, funding submissions, facilitate meetings and deliver presentations
Qualifications and experience	<ul style="list-style-type: none"> • This is a special measures role and only First Nations peoples are eligible to apply, as per the Equal Opportunity Act 2010 • Qualifications in Aboriginal Studies, Community Development or Social Sciences or substantial experience in a similar role. • Experience and knowledge of First Nations culture. • Experience working with First Nations communities. • Current driver's licence